

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Legal Counsel</u> SALARY RANGE: <u>132 \$52294-59198</u> Department or Agency Name <u>Elderly Affairs</u> Division/Section/Unit _____ Assignment(s) / Comments _____ Shift and Days: <u>Monday-Friday 8:30-4:00 NS</u> Restrictions/Limitations: <u>None</u> Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u> Name of Bargaining Unit Union: <u>Non-union</u> There is _____ is not <u>X</u> a Civil Service List for this position	CLASSIFICATION CODE: <u>02991300</u> REFERENCE POSITION NO.: <u>3240-50400-373</u> APPLICATION PERIOD: <u>5/8/06 - 5/14/06</u> GRACE PERIOD: <u>5/17/2006</u> Job Location: <u>Benjamin Rush Bldg., Cranston</u> See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> . The title of the position for which you are applying . Title of your present position and date you entered it . Date you entered State service </div> <div style="width: 45%;"> <ul style="list-style-type: none"> . Name of department where you are currently employed . Your business telephone number . Present Union Affiliations </div> </div> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: . Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. . Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
Statement of Duties	DUTIES / RESPONSIBILITIES: Please refer to attachment	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education/Experience: Graduation from an accredited Law School; and employment in a responsible capacity within a legal services program involving the interpretation of law and the application of pertinent laws, rules, regulations, policies, and decisions. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirement: Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Ann DeBonis Office of Human Resources Aime Forand Bldg, 600 New London Avenue Cranston, RI 02920 </div> <div style="width: 45%;"> Telephone #: <u>(401) 462-2481</u> Fax #: <u>(401) 462-2041</u> TTY/TDD #: <u>(401) 462-3363</u> (Telecommunication Device for the Deaf) </div> </div>	



Legal Counsel

Duties/Responsibilities

To serve as an attorney in a state office by providing legal advice and services, to serve as a hearing officer as assigned. To conduct legal research, provide legal opinions to agency staff and senior management; to assist in the drafting of rules and regulations for matters affecting older consumers; to prepare detailed reports and recommendations on legal matters; to coordinate activities with other legal counsels, community groups and agencies and other state departments. The ability to exercise independent judgment in making decisions in unusual cases involving legal matters. A working knowledge of the methods, practices and procedures of governmental law and the ability to interpret the provision of state and federal law and prepare opinions as required.

This position under the Older Americans Act of 1965 as amended is responsible for legal counseling and legal services development in the form of information, referral and assistance to elders, families and caregivers. This position is mandated by the Older Americans Act as part of our four-year State Plan to the Administration on Aging. This position serves as liaison to two DEA grantees, being the Rhode Island Bar Association and Rhode Island Legal Services. This position serves as a critical link to the State Attorney General's Office and in the community by performing educational talks and providing guidance in the valuable areas of Living Wills, Powers of Attorney, Social Security, Guardianship, Long Term Care Insurance, Property Taxes and Property Relief and many other social, health and domestic issues.

This position will serve a critical role for the Office of Elder Protection and will have the following responsibilities: respond to subpoenas on behalf of Department staff; accompany Department staff to depositions and court appearances, as needed; respond to requests for release of Department records; file motions for court orders and petitions for guardianship; serve as consultant to Department staff on issues regarding guardianship cases and other protective service cases, as needed; provide training to staff within the Office of Elder Protection; advise Department staff with regard to media requests and responses; serve as Department liaison to attorneys, public safety personnel, and community agency personnel regarding issues that relate to the operations, staff, and services of the Office of Elder Protection and the Department of Elderly Affairs.